



**CITY OF FAIRFAX ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**Wednesday, December 7, 2022 10:00 am**  
**In Person at Economic Development Facility**

10300 Eaton Place, Suite 235, Fairfax, VA 22030

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**Commissioners Present:**

Chair Kathleen Paley  
Vice-Chair Jeff Hermann  
Commissioner Tom Ross  
Commissioner and Secretary Beth Young  
Commissioner Dawn McGruder

**Others Present:**

Christopher Bruno, Director, Economic Development Office  
Matthew Easley, Assistant Director for Finance and Operations, Economic Development Office  
Ashleigh Scarborough, EDA Associate, Economic Development Authority  
Nicole Merlene, Business Investment Manager, Economic Development Office  
Andrew Wilson, Project Manager  
Crystal Kramer, Interim EDA Counsel

1. Call to Order Chair Paley
2. Adoption of November Meeting Minutes [**VOTE**] Commissioners
  - a. Vice-Chair Hermann initiates motion to approve and Commissioner Ross 2nds motion.
    - i. Passes unanimously.
3. Consideration of a Small Purchase/Procurement Policy [**VOTE**] EDA Counsel Kramer/ Director Bruno
  - a. Director Bruno begins, the proposed policy, if adopted, would increase the efficiency of procuring services here in Economic Development we are proposing and recommending a \$25,000 broad cap, that allows us to identify vendors, contractors, and consultants to work with for \$25,000 or less, without the standard competitive procurement process.
    - i. This policy will help operationalize things a lot and will help make things more efficient.
    - ii. This is straightforward and standard in government but we wanted to adopt policy so the EDA has this tool available.
  - b. Interim EDA Counsel Kramer states in the policy there are three different categories with the same threshold, different maximum that you can put based on the code. \$25,000 for each of the three categories is within that maximum threshold. In the future, the policy can be increased or decreased, as long as it follows the code.
    - i. The policy outlines certain procedures, needing to obtain at least one written or one telephonic quotation.
  - c. Commissioner Ross asks who has the authority to sign off on the purchases?

- i. Director Bruno says this is just the policy that would allow us to make purchases. The signatory authority is still vested in the Chair, the Treasurer, and for certain amounts the Executive Director.
    - ii. Director Bruno and EDA Counsel Kramer state that they will add in a line that references the already existing signatory authority of the EDA.
    - iii. Commissioner McGruder asks if there is a different cap currently.
      - 1. Director Bruno says there is no official cap in place, they have adopted the cities policy unofficially.
  - d. Chair Paley asks the rationale for \$25,000 compared to another amount.
    - i. Director Bruno responds that we have a number of consultants and contractors that specialize in information on programs that we have already taken advantage of. One example is our website development contract, we need someone to provide some type of update on it. The cost is around \$10,000-\$15,000 for those types of updates. This at the least, will give us the ability to identify consultants and contractors.
    - ii. This is a good number where services tend to fall under most of the time, giving the EDA lots of flexibility.
  - e. Chair Paley calls for a motion to adopt this procurement policy subject to amendment adding language that reflects the current status of signatory authority for EDA purchasing.
    - i. Commissioner Ross moved, Vice-Chair Hermann second.
      - 1. Passes unanimously.
- 4. Consideration of \$20,000 allocation for acquisition of fleet vehicle [**VOTE**]      Assistant Director Matthew Easley
  - a. Chair Paley states that other departments in the city sometimes have fleet vehicles that can be used for the department's purposes, rather than having individual employees use their own private vehicles.
  - b. Assistant Director Matthew Easley adds that the department has grown considerably over the past year, and because of that the staff is increasingly relying on their personal vehicles, using personal gas, and increasing liability for a potential accident.
    - i. The Executive Director is requesting that we use \$20,000 from the Economic Opportunity Fund, to procure a fleet vehicle for the Economic Development Authority.
    - ii. This will allow the transport of staff to attend events, cultivate relationships as needed to retain and expand businesses within the city, this will also allow us to move material and resources for events throughout the city.
  - c. Chair Paley asks where the \$20,000 came from and what sort of savings will result from this.
    - i. Assistant Director Easley states that there was a conversation with someone in the fleet department and that was the roundabout number to get a small SUV.
    - ii. This would mitigate the cost of mileage per employee.

- iii. Director Bruno adds that this will mitigate the need to borrow from Parks and Recreation as well.
- d. Chair Paley asks about maintenance and insurance and the allocation of responsibility.
  - i. Director Bruno responds that the logistics of this is that the EDA will provide \$20,000 from the Economic Opportunity Fund, in essence paying the city to procure a fleet vehicle. Once this is done, it gets put into fleet management, \$1,0000 a year for maintenance, insurance coverage, and gas. This will not be put into the EDA, it will be in the Directors Budget going forward.
- e. Commissioner Ross asks if there is any consideration on who can drive this vehicle, what safety training they have to have, license violations, etc.
  - i. Director Bruno responds that everyone has to adhere to the city's fleet use policies.
  - ii. There is a driver certification course.
- f. Chair Paley asks about Economic Development branding on the vehicle.
  - i. Director Bruno adds that this car will have Economic Development and logo on the vehicle.
- g. Commissioner Ross asks how often the car will be in use.
  - i. Director Bruno responds that everyday someone from the office is out running errands.
- h. Commissioner Young asks if the vehicle can be parked at Willow Wood overnight.
  - i. The answer is yes. The exact location to garage it is unknown yet but will be figured out.
- i. Commissioner Young asks what \$20,000 means to the entire budget.
  - i. Director Bruno adds that the EDA needs a more in-depth budget overview, which will be in the meeting in January.
  - ii. At the beginning of the budget year, the Director proposes an Economic Development program budget to the city manager and to the city council, of that a significant portion of that is allocated to the Economic Development Authority, of that another significant portion is allocated to the Economic Development Opportunity Fund.
    - 1. This opportunity fund has had a level of investment for the last 10 years.
    - 2. There is about \$700,000 in that fund right now.
    - 3. Also, the fund we would use for business incentive packages and programs, or unplanned expenses which can arise. All with the purpose of supporting business investment and economic growth within the city.
- j. Chair Paley calls for a motion to authorize the allocation of \$20,000 for the acquisition of an EDA fleet vehicle.
  - i. Commissioner McGruder moves, Commissioner Young seconds.
    - 1. The vote was 4 in favor and Commissioner Ross abstained.

- a. Chair Paley says her brief understanding is that agenda #5 would be an authorization that if we have an in-person meeting and we have met quorum and there are EDA commissioners who are not able to attend in person, but would still like to participate, they can do so virtually.
    - i. Quorum would still be in person.
  - b. Director Bruno mentions that he will discuss both #5 and #6 together.
    - i. #6 is for a situation that arises when the city does not have a declared emergency.
    - ii. Interim EDA Counsel Kramer adds that in the case the city declares an emergency there is no requirement for the policy.
  - c. Director Bruno strongly recommends the endorsement of #5 and #6.
  - d. Interim EDA Counsel Kramer adds that you have to adopt #5 in order to adopt #6.
  - e. Commissioner Young asks if remote participants can vote.
    - i. Interim EDA Counsel Kramer answers that they can, as long as there is quorum in person.
  - f. Director Bruno adds that the state provided baseline language to use. This was added to eliminate the challenge when an update to commissioners is needed. This would allow us to avoid this problem, because the use of a virtual meeting is an option. This would still be a public meeting.
    - i. The public will be able to access a link on our website.
    - ii. Quorum is currently 4.
  - g. Interim EDA Counsel Kramer states that the code is very vague so it could be for any reason to decide that it is good to be remote.
  - h. Director Bruno adds that there are limitations.
    - i. Every meeting cannot be virtual. No consecutive meetings.
  - i. Director Bruno states there is a procedure to follow for #5, in advance (on or before the date of the meeting).
  - j. Chair Paley calls for a motion to adopt the Consideration of a limited electronic participation policy for calendar year 2023.
    - i. Commissioner Hermann motions, Commissioner Ross seconds.
      - 1. Passes unanimously.
6. Consideration of a limited all virtual meeting policy for calendar year 2023 [**VOTE**] Kramer/Bruno
- a. Chair Paley says her understanding is that agenda #6, could be used sparingly and with certain requirements, but under some instances an all virtual meeting would be needed and quorum could be done virtually.
  - b. Chair Paley calls for a motion to adopt the Consideration of a limited all virtual meeting policy for calendar year 2023.
    - i. Commissioner Hermann motions, Commissioner Ross seconds.
      - 1. Passes unanimously.

- a. EDA Associate Scarborough provides an update on the EDA Retreat.
  - i. The final date is January 21, at Historic Blenheim.
  - ii. There will be a light breakfast and lunch provided.
  - iii. From 9am – 1pm.
  - iv. More details to come.
- b. Chair Paley thinks this will be very positive for the EDA.
- c. Director Bruno adds that this will coincide with the delivered work product of the strategic work plan. This will be shared in advance, but will be a good foundation conversation.

8. Public Comment

Public

- a. Jennifer Rose from the Central Chamber of Fairfax City is appreciative of all the work the CFCC and EDA are doing together.
  - i. The CFCC has made an offer to a part time employee, to focus on membership and retention.

9. Closed Session Meeting (20 minutes)

Commissioners and Appropriate EDO Staff

10. Adjourn

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**\*\*\*Next Meeting: Wednesday January 4, 2022\*\*\***

**Subject to Change. Please Check [fairfaxcityconnected.com](http://fairfaxcityconnected.com) for more information.**

**THIS WILL BE AN IN PERSON MEETING**

**10300 Eaton Place, Conference Room, Fairfax, VA 22030**